

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 30th April 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the May 2013 meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Philip Ashton	(PA)
Mrs Angela Sayers (RFO)	(AS)
Mrs Rebecca Reilly	(RR)

31/13 APOLOGIES FOR ABSENCE

Peter Crawley, Colin Lethbridge

32/13 CHAIRMAN'S ANNOUNCEMENTS

None

33/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 26th March 2013 (21/13 – 30/13).

Amendment made to 28/13 – item 2 – change reference to 28/13.1

RESOLVED

Minutes 21/13 to 30/13 were agreed as a true record and signed by the chairman.

34/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

35/13 CONSIDER CRIME AND DISORDER IMPLICATIONS

The Chairman reminded members of their duty to consider any crime and disorder implications that might arise from any decision that they might make at this meeting.

36/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

37/13 CHEQUES FOR SIGNATURE

The cheques were signed

38/13 Zebon Copse Centre (ZCC)

1. Centre Repairs

Tap

The Administrator informed the FC that the disabled toilet tap had lost a part resulting in leakage when it was turned off. She had obtained a quote for a new tap. The tap was slightly more expensive than other taps as it fulfilled disabled requirements.

RESOLVED

The FC agreed the quote.

ACTION

The administrators to organise.

Coat Hook

The administrator informed the FC that the male lobby toilet coat hook had been vandalised between parties. She requested that the hook be removed altogether as many hooks were already missing and they were seldom used. The FC agreed to this course of action.

RESOLVED

The FC agreed to remove the coat hook from the male toilets.

ACTION

SA to remove the hook.

Boiler

The Administrator informed the FC that the hot water boiler no longer worked. She had contacted the company who requested the serial number of the boiler before they could assist. The RFO said she had tried to locate the invoice but suspected it was part of the handover of the building from Hart District Council. JA/SS confirmed this was the case. JA suggested contacting the architect who may be able to assist. The FC agreed to a repair if possible in the first instance or a replacement of the boiler if that was not possible. Further approval of costs would be required.

ACTION

The Administrators to contact the architect and report back to the FC.

2. Exterior Fencing

The Administrator showed the FC a rough drawing of the proposed fenced off area. A delay had been caused getting quotes as the administrator needed to know who installed the original fence around the field so the new fence would match. JA/SA suggested contacting the architect for the supplier name. JA requested that a business plan should be done for the next FC meeting showing all the costs involved and the potential increase in revenue as a result of the new area. In addition it should also detail the impact the new area would have on existing and future events held on the field. The FC recommended white lining the proposed area so it could be visualised for the next meeting and incorporate the change that SA had suggested. RR suggested the grounds contractor could do it on one of their routine visits. This was agreed. SA/JA suggested that once all the information had been gathered and discussed at the FC meetings it would be then become an agenda item for the full parish council meeting.

ACTION

The administrator to ask the grounds contractor to outline the proposed area just before the next FC meeting

SS/RR/AS to put a business plan together for the next FC meeting

SS/RR to contact the architect to obtain the name of the supplier for the field fencing.

SS/RR to obtain quotes for the fencing once the type of fence used on the field had been established.

3. Pat Testing

The administrator advised the FC that the annual PAT testing was now due. She had received a quote.

RESOLVED

The FC agreed the quote for the annual PAT testing.

ACTION

The Administrators to organise.

4. Football issues.

First Aid kit / Accident book

JA informed the FC that the football team had requested a first aid kit and accident book in the pavilion area. The FC agreed to this and set a maximum budget for the first aid kit, accident book and installation of the first aid kit to the wall. The FC suggested using one of the walls in the changing rooms or toilets.

RESOLVED

The FC agreed a maximum budget for the accident book, first aid kit and installation in the pavilion area.

ACTION

The administrator to organise the above

Showers

The FC discussed the recent request from the football teams for showers. It was agreed that no showers would be installed this season as the budget had already been set by the Parish Council.

Pitch Signs

The administrator advised the FC that the quotes were still outstanding. A quote had been obtained for the installation of the signs on poles. The FC agreed that poles were not required for the new signs and they could be erected on existing walls and fences. It was agreed that 3 signs were required.

ACTION

The administrators to chase the quotes and get a revised quote for their erection. All quotes to be circulated to the FC via e-mail.

Car Park

The FC discussed the request by the football users for more car parking spaces. All agreed that this was an agenda item for the full parish council. JA requested that a chart should be produced over the next month by the administrators detailing the number of spaces each user at the centre requires for their class.

ACTION

The administrators to produce a chart of each user's car parking needs for the next FC meeting.

5. CCTV

The RFO advised the FC that she had received a ball park figure (subject to survey) for the installation of another 4 cameras, 2 on the car park side and 2 on the field side, with an 8 port recorder so cameras could be put inside at a later date. The FC agreed that they would like to obtain a formal quote.

ACTION

The RFO to organise.

39/13 FINANCE

(i) Imaging Units/ printers

The FC discussed the replacement of the clerk's imaging units / printer. The FC discussed the fact that a balance needed to be obtained between the price of the printer and the subsequent replacements of the toners. The FC also discussed whether a good quality black and white printer, like the one at the centre, might be more suitable for the parish's needs and whether the centre should have a colour printer to enable marketing flyers to be produced. All agreed that further investigation was required and suggested SA have a look at the clerk's printer in order to ascertain the best course of action. In order to prevent further delays the FC agreed to the following:- SA to access the clerk's printer and ascertain if a repair/ imaging unit's replacement was appropriate and cost effective. In the event that SA decides it is not, the FC agreed a budget to buy a new colour printer. A decision at a later date would then be made as to the location of this printer.

RESOLVED

The FC agreed to the above course of action.

40/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

The FC discussed user requests.

Emails

PA advised the FC that he was getting multiple e-mail of the same thing. The RFO advised that a lot of her e-mails were getting quarantined and the administrator advised the FC that one of the e-mails that had been quarantined had resulted in the loss of a booking.

ACTION

SA to investigate.

Agenda Item for next meeting

Pitch Repairs

Future Meetings

FC meeting dates for the next year.

28/5

25/6

30/7

24/9

29/10

26/11

The Meeting closed at 9.40pm